

# COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

## VACANCY ANNOUNCEMENT NUMBER

**TVA #09-097****POSITION TITLE, SERIES & GRADE: MATERIALS HANDLER, WG-6907-06****PDCN: 70165000****OPENING DATE:** 23 June 2009**SALARY:** \$17.85 to \$20.84 (Per Hour)**CLOSING DATE:** 23 July 2009

(Step 01)

(Step 05)

**AREA OF CONSIDERATION:** Limited to current members of the Colorado Army National Guard (COARNG).**MAX MILITARY GRADE:** SFC/E-7**MIN MILITARY GRADE:** SPC/E-4

NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.

**COMPATIBLE MILITARY ASSIGNMENT:** CMF: 63, 89, 92, MOS: 88H/M/N/Z, 92F

Note: Applicant does not need to possess this MOS, but must obtain within one year of hire. If not obtained within one year it may be grounds for removal without appeal.

**SELECTING SUPERVISOR:** Nick Trujillo, USP&FO Warehouse Foreman

Telephone; 720-250-1470 DSN: 250-1470.

**LOCATION OF POSITION:** USP&FO Warehouse, Camp George West, Golden, CO**NOTES:** 1. PCS FUNDS ARE NOT AVAILABLE.

2. Must provide military rank, DOB, SSN, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment).

3. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives Manager at 720-847-9606.

4. Must be able to pass an operators test for forklift equipment up to 10,000 lbs.

**SPECIALIZED EXPERIENCE:** Specialized experience will be used to determine qualifications for the announced position:

Candidates must have **18 months** of specialized experience in receiving, packaging and preparation for shipment, completion of reports, and overall warehousing procedures. Experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turnover, etc. Experience performing inventory and inspection to determine serviceability of stocked items. Experience in interpreting, applying written instructions, reference materials, publications, and manuals.

**KNOWLEDGES, SKILLS AND ABILITIES (KSAs):** In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made.

1. Ability to do the more difficult tasks, answer questions, and check the work performed at the lower level.
2. Skill in setting up and rotating storage locations.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fair, wear and tear.
4. Ability to read and interpret technical publications, manuals, and regulations.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** College transcripts must accompany application to be considered. Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours of 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.**POSITION DESCRIPTION INFORMATION:** Performs a full range of warehousing activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment. Coordinates incoming and outgoing shipments and placement of materials within the docking area. Prepares inventory and production reports, screens and identifies shipping and receiving documents for discrepancies, and directs shipments to shipping or storage areas. Identifies, examines, classifies, accepts, and disposes of a wide variety of materials and property including electronic equipment, aircraft, and automotive components and assemblies. Performs other related duties as required.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

## **APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:**

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

### **At a minimum, your packet must include the following information:**

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1630 hours) on the closing date.

**SUBMIT YOUR APPLICATIONS TO: Human Resources Office  
ATTN: HRO-Staffing Section  
6848 South Revere Parkway  
Centennial, CO 80112-6709  
720-250-1166 or DSN 250-1166**

**You may also fax your complete application to: 720-250-1169 or DSN 250-1169**

**The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.**

**You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.**

**NOTES:** 1. All employees must participate in Direct Deposit/Electronic Fund Transfer.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF).** Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

**IF YOU ARE SELECTED FOR THE POSITION:** The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and in-processing date, and whom to contact with your questions.

**IF YOU ARE NOT SELECTED FOR THE POSITION,** the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

**EXPLANATION:** An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

**THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER:** all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only). All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (720) 250-1166, or DSN 250-1166.

Also see the HRO Colorado National Guard Web Site at <http://www.coloradoguard.army.mil/hro/hro.html>.